

United States Embassy

Tokyo, Japan



The U.S. Embassy provides a good opportunity to work for high-ranking officials in an international environment

Position Vacancy: Secretary (Travel Clerk) Tokyo

OPEN TO: All Interested Candidates

POSITION: Secretary (Travel Clerk) (position number A52128)

OPENING DATE: September 3, 2004

CLOSING DATE: September 20, 2004

WORK HOURS: Full Time 40 hours/week

SALARY: *Not-Ordinarily Resident: FP-9 US\$24,075 p.a. (Starting salary)
(Position Grade: FP-9 is confirmed by Washington)

*Ordinarily Resident: FSN-5 ¥4,788,899 p.a. (Starting salary)

Note:

- Only candidates selected for an interview will be contacted.
- All ordinarily resident applicants must be residing in country and have the required work and/or residency permits to be eligible for consideration.
- Please note that U.S. taxes are deducted for U.S. citizens and U.S. Legal Permanent Residents (green card holders).
- Advertised salary may vary depending on the qualifications of the successful candidate.
- A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office. Contact Miriam Tokumasu at 03-3224-5642.

THE U.S. EMBASSY IS SEEKING: an individual for the position of secretary in the General Services (GSO)/Transportation section in Tokyo. Serves as secretary and Travel assistant to the GSO/Transportation office. Duties include receiving visitors and telephone calls, scheduling of GSO activities, maintaining the GSO Transportation Officer's schedule, typing cables, letters, memoranda, diplomatic notes, and other administrative documents. Performs office administrative duties including picking up and routing all incoming mail, cables, invoices and other documents; preparing and sending mailings and fax messages; receiving and sending express service packages; escorting visitors; dispatching diplomatic notes and Kangi forms to the Ministry of Foreign Affairs (MOFA); distributing work orders and related documents to relevant offices and vendors; maintaining office supplies; maintaining time and attendance records for ten LES employees; and responsible for two security cabinets and their contents. Assists in obtaining Japanese driver licenses, third country visas for USG travelers, management of Request for Entry into the Restricted Areas of Tokyo International Airport program. Provides assistance in preparation of Embarkation Debarcation (ED) cards for the arrival and departure of official visitors, maintains and reconciles passenger manifests, and performs other related travel and transportation duties. Also serves as the back up for the SGSO secretary.

QUALIFICATIONS REQUIRED

NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

1. **Education:** U.S. High school diploma or host country equivalency is required.

2. **Prior Work Experience:** At least two years of secretarial experience is required.
3. **Language Proficiency:** Level III (Good Working Knowledge) Speaking/Writing/Reading English is required. Level IV (Fluent) Speaking/Writing/Reading Japanese is required.
4. **Knowledge:** General knowledge of the travel and transportation industry, office procedures, scheduling, local customs and cultural sensitivities is required.
5. **Skills and Abilities:** Keyboard at a minimum of 30 wpm is required. Ability to develop and maintain a positive working relationship with others; negotiate effectively with host government officials and business people on operational requirements is required. Ability to work occasional flexible work schedules, overtime, holidays, or weekends is required. Ability to use a computer for daily work as well as facsimile, copy and scanner machines is required.
6. **Post Entry Training:** Microsoft Word, Excel, Outlook, Travel Manager Course; LES Writing Course.

SELECTION PROCESS

When equally qualified, Appointment Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Currently employed AEFMs who hold a FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of their employment.

TO APPLY

Interested applicants for this position must submit the following or the application will not be considered:

1. Application for U.S. Federal Employment (SF-171 or OF-612); or
2. A current resume or curriculum vitae that provides the same information as an OF-612; plus
3. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application.
4. Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.

Applications are available in the HR office. Contact Mary Smith at 5640 or access the Embassy's website <http://japan.usembassy.gov/e/info/tinfo-jobs.html>

SUBMIT APPLICATION TO

Human Resources Office
 Attention: Miriam Tokumasu
 Address: 1-10-5, Akasaka, Minato-ku,
 Tokyo 107-8420

POINT OF CONTACT

Miriam Tokumasu
 Telephone: 03-3224-5640
 FAX: 03-3224-5818

DEFINITIONS

1. **AEFM:** A type of EFM that is eligible for direct hire employment on either a Family Member Appointment (FMA) or Temporary Appointment (TEMP) provided s/he meets all of the following criteria:
 - US citizen;
 - Spouse or dependent who is at least age 18;
 - Listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed at a US Foreign Service post or establishment abroad with a USG agency that is under COM authority;
 - Is resident at the sponsoring employee's or uniform service member's post of assignment abroad, approved safehaven abroad, or alternate safehaven abroad; and
 - Does not receive a USG annuity or pension based on a career in the US Civil,

Foreign, or uniform services.

2. EFM: Family Members at least age 18 listed on the travel orders of a Foreign of Civil Service or uniformed service member permanently assigned to or stationed to a US Foreign Service post or establishment abroad with a USG agency that is under COM authority who do not meet the definition of AEFM above.
3. Member of Household: A MOH is a person who: 1) Has accompanied, but is not/not on the travel orders of a U.S. citizen Foreign or Civil Service employee or uniform service member permanently assigned to or stationed at a U.S. Foreign service post or establishment abroad; 2) Has been declared by the sponsoring employee to the Chief of Mission as part of his/her household; and 3) Resides at post with the sponsoring employee.
4. Ordinarily Resident (OR): A citizen of the host country or a citizen of another country who has shifted the main residency focus to the host country and has the required work and/or residency permits for employment in country.
5. Not-Ordinarily Resident (NOR): Typically NORs are AEFMs and EFMs of FS, GS, and uniform service members who are on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.

CLOSING DATE FOR THIS POSITION: September 20, 2004
An Equal Opportunity Employer